

To: Substitute Teachers

From: Michael Williams, Director of Pupil Personnel
Lisa Burgess, Director of School Health Services

Re: Safe Schools Online Training Program – (Internet Access Required)

This is a required training program that must be completed prior to becoming a substitute teacher in our district. Completion of the training program will take you approximately five hours. Please complete the following steps:

1. Go to <http://oldham.ky.safeschools.com/register/f70d1214> (Do not enter this into a search engine such as Google – it will not work. It has to be entered into your internet browser).
2. Enter your first and last name and create a user name (suggestion – try your first and last name without spacing – for example, johndoe).
3. Upon completing your registration you should be taken to the Mandatory Training page. You must complete the following modules:

KY Active Shooter Training

Restraint and Seclusion

Oldham County BBP Exposure Plan & Procedures

Health Emergencies: Asthma Awareness

Bloodborne Pathogen Exposure Prevention

FERPA: Confidentiality of Records

Oldham County 9070 – Restraint and Seclusion Policy and Procedures

Health Emergencies: Seizures

Allergy Epi-Pen Policy

Sexual Misconduct: Staff to Student

Child Abuse: Mandatory Reporting

Health Emergencies: Life Threatening Allergies

Students Experiencing Homelessness: Awareness and Understanding

After each tutorial is completed, there will be a quiz – you must score at least 85%.

Once you have completed all the modules, you must notify Michael Howard as soon as possible to expedite your hiring (michael.howard@oldham.kyschools.us). If you do not choose to complete the modules at one time, then you will need to go to a different link to complete the process. Go to <http://oldham.ky.safeschools.com> and enter the user name that you created in step 2. If you have any questions about the modules, please contact Michael Howard at 241-3500 ext 111. For health related questions regarding the content, please contact Lisa Burgess, RN at 241-3500 ext. 228.